



WEST SWINDON PARISH COUNCIL

18 May 2022

Dear Councillor

You are formally summoned to attend the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **MONDAY 23 MAY 2022 at 7.00 pm at Unit 25,**
Westmead Industrial Estate, Swindon, SN5 7YT
Zoom ID: 840 0830 5186 Password: 2468

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (**maximum of 20 minutes**).

1. Election of Chair for 2022/23

To elect a Chair for the West Swindon Parish Council Municipal Year 2022/23

2. Declaration of Acceptance of Office

To accept the Acceptance of Office of the Chair

3. Election of Vice-Chair 2022/23

To elect a Vice Chair for the West Swindon Parish Council 2022/23

4. Code of Conduct

To adopt Swindon Borough Council's Code of Conduct (copy circulated).

5. Declarations of Interest & Applications for Dispensation

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council.

6. Minutes of previous meetings

To confirm and adopt as a true record the minutes of the Parish Council meeting held on 25 April 2022.

To confirm and adopt the minutes of the Planning & Environment Committee held on Monday 09 May 2022

To receive Recommendation (Minute 368) that 30 payments which total **£35,692.04** be approved.

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 09 May 2022

To confirm and adopt the minutes of the Leisure & Amenities Committee held on Monday 09 May 2022

7. Terms of Reference and Delegation Scheme

To approve the Terms of Reference and Delegation Scheme for 2022/23 (copy circulated).

8. Appointment of Committees 2022/23

To confirm and approve the Parish Council Committees' membership

9. Election of Chair and Vice Chair 2022/23

To elect a Chair and Vice Chair for the Parish Council Committees 2022/23

10. Working Parties

To appoint Councillors to the Working Parties for 2022/23

11. Membership of Other Bodies

To approve the membership of other bodies 2022/23
- Swindon Area Committee

12. Statement of Reserves

To consider the report setting out Reserves at 31 March 2022 (copy attached).

13. General Power of Competence

To confirm the Parish Council's eligibility (copy attached).

14. Appointment of Internal Auditor

To confirm the appointment of Auditing Solutions for 2022/23.

15. Review of Standing Orders

To review and adopt Standing Orders for 2022/23 (copy attached).

16. Review of Financial Regulations

To review and adopt Financial Regulations for 2022/23 (copy attached).

17. Calendar of Meetings 2022/23

To approve the draft Calendar of Meetings (copy attached)

18. Review of Property and Assets

To review the Asset Register 2022 (copy attached).

19. Review of Key Policies

To review and confirm the Council's key policies

- Health & Safety
- Training
- Grievance Procedure
- Formal Complaints Procedure
- Recording & Reporting of Meetings
- Data Protection
- Freedom of Information

20. Update from Swindon Borough Councillors

To receive information and updates from Swindon Borough Councillors present.

21. Update from Parish Councillors

To receive information and updates from Parish Councillors present.

22. Update from Services Working Party

To receive a verbal update from the Services Working Party

Members of the Parish Council:

Cllr Umar Ali
Cllr Mike Burtenshaw
Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Trish Philpot
Cllr Nandini Singh
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.